

OPAMA Module Approval: *Guide to completing the online Module Proposal Form*

User Guide for Module Proposers

Essential Reference for School Quality Administrators, Approval
Panel Members and Chairs

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Welcome & Introduction

Welcome to this User Guide, which is designed to help you complete and submit the new module proposal form which kicks off the new online module approval process. Although this Guide is primarily for staff who wish to set up a new module, it is also a useful reference document for anyone who is involved with the approval process, i.e. members and Chairs of School Education Committees/Approval Panels and professional Quality Assurance staff; knowledge of how the form is constructed and the rationale behind each question will enable you to assess new proposals more quickly and with greater insight.

The Project Team is keen to receive your feedback, on the usability of the system, on the OPAMA process, and on this User Guide, so that we can improve OPAMA in the months and years to come. Please do get in touch with us at opama.support@kcl.ac.uk with any comments, compliments or brickbats.

1. Why put Module Approval online?

1.1 ACCURACY, AUDITABILITY & ACCESSIBILITY

The information that is entered on OPAMA has three main ‘corporate’ purposes - in addition to the overarching one of ensuring the excellent academic standard of King’s degree programmes and the modules which contribute to them - which should be borne in mind when completing the online form: these are **accuracy, auditability and accessibility**. The current system based on paper records, although adequate to reflect our internal processes, do not fulfil these requirements sufficiently to stand up to external scrutiny. Switching to an online process will enable us to:

- ensure that our students receive accurate information about their curriculum: the quality of information provision is also subject to external audit as well as being a potentially vulnerable area of student complaint if information is incomplete or inaccurate
- advertise and showcase the College’s module catalogue to potential students all over the world
- provide an opportunity for your School to streamline its approval processes to determine more quickly and easily whether the proposal meets the College’s – and the Quality Assurance Agency’s – quality criteria. Both the information itself and the process through which it gets approval are subject to external audit
- ensure that the approval process used in each School can maintain its local character whilst complying with quality assurance requirements consistently across the College, and with much greater transparency than previously

1.2 AUTOMATING MODULE SET-UP

The OPAMA online module proposal form replaces the MAF paper form. The questions that are asked are essentially the same as those you would have found on the MAF, but the order in which the information is gathered has been changed. This is in order to ensure that the correct relationships are created in the background between the pieces of data, enabling the complete module dataset to be downloaded into the relevant SITS fields as soon as the module is approved, with no separate creation process on SITS necessary.

1.3 SITS AS THE GOLD SOURCE OF DATA

Using OPAMA will enable the College to store information on SITS which was not previously stored in electronic form: notably the text entered to describe the educational aims and learning outcomes, along with a student-friendly module description. The aim is to make SITS the 'gold source' of information about our programmes and modules with a view to enabling information to be used in other publications such as the online prospectus, web pages and Departmental handbooks and module catalogues, without the need to key in the information again to another system, thereby ensuring consistency of information for students. Please therefore take care to ensure that the information you provide is of 'publishable' quality!

2. Preparations for creating a new module for approval

2.1 LOCAL PROCESSES AND PROCEDURES

Firstly, make sure you check out your local departmental and School processes. Most proposals have to go through some kind of department-level scrutiny to ensure the module fits the overall curriculum for the programmes they're intended for. OPAMA enables you to build and save a draft version of your proposal, to email your draft to appropriate people, and once you've received their feedback, to make and save any necessary amendments to your draft before making a formal online submission to the School.

2.2 MODULE CODE

Before starting to build your new module, make sure you get a code for it from your local curriculum coordinator or relevant administrator. Because on SITS all the data for the module hangs off the module code (in IT-speak it's a 'primary key'), you need to commit to a module code early on in the process. However, if your module is not approved, or you decide to abandon it at any stage of the process, you can use the 'Discard' button to ensure that you or a colleague will be able to re-use the code to build another module on OPAMA.

3. Building your new module proposal

3.1 OVERVIEW OF NAVIGATION

The process of building a new module proposal takes place over a series of 21 screens or steps, each of which asks a short series of questions designed to guide you through the process as intuitively as possible. Each step has its own 'Help' tab and there is also plenty of on-screen information as well as links to relevant QA documents or websites. At any stage in the process you can save what you've entered and leave the process, to re-enter on another occasion, as well as move forwards or backwards through the steps. At the end of the process you will see a summary of what you've entered, which you'll be able to email to yourself for your records, as well as to others for informal or formal review prior to submitting your proposal to the next stage in the approval process.

4. Getting started

4.1 THE PROCESS OVERVIEW DIAGRAM

Once you've entered OPAMA, select 'Create a new module' from the OPAMA task menu. This will take you to the Online Approval Process screen, on which you can see a diagram of the full module approval process on OPAMA (Fig. 1)

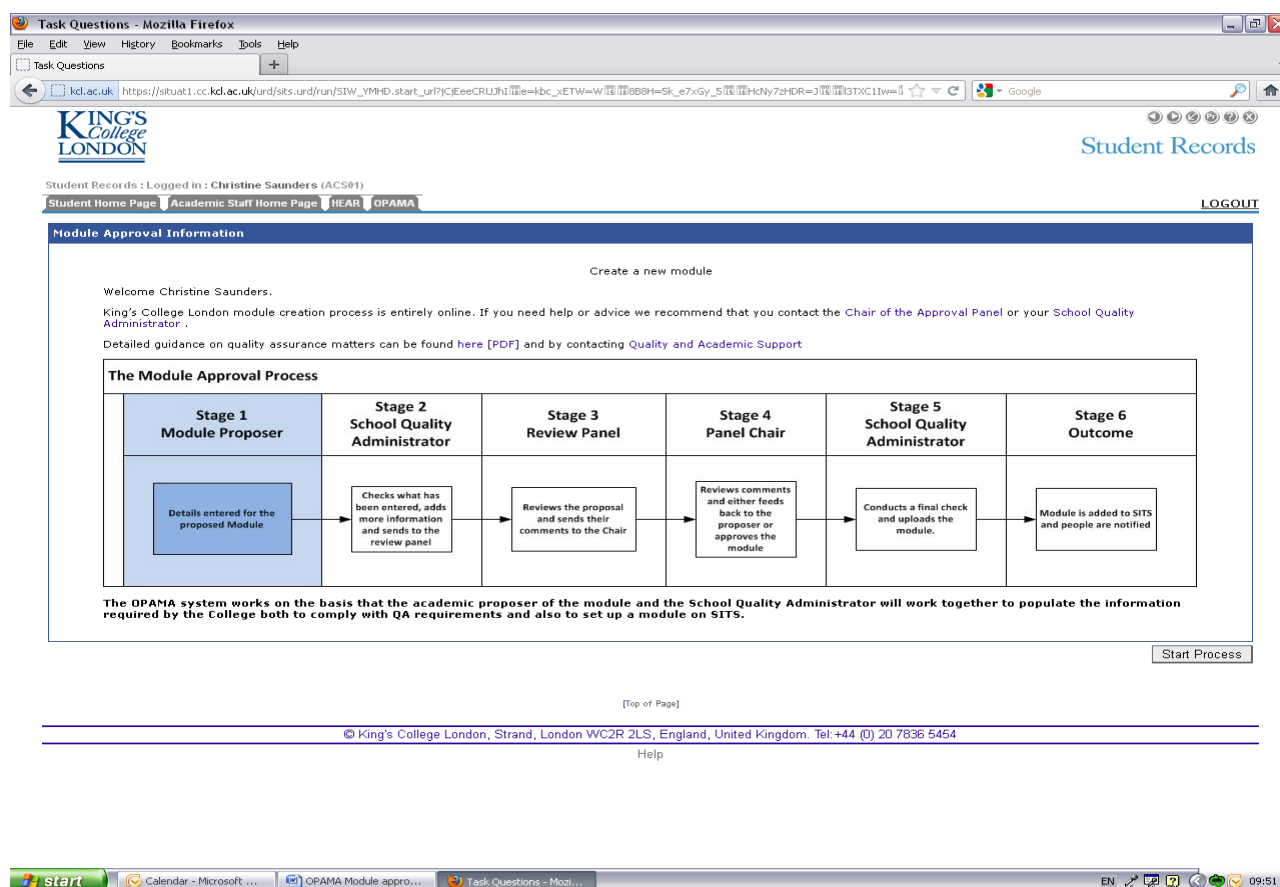


Fig. 1

Click on Start Process to proceed to the next page.

4.2 CHECKING YOUR DETAILS

You are asked to confirm the details held on your PRS record on SITS, as these will ensure that the emails and alerts that will be sent to you go to the right place (Fig. 2). If anything's wrong go back to your School Quality Administrator who can amend the SITS record – but better still get this checked out before you first use OPAMA, as suggested in the document: *Before you start*.

The screenshot shows a web browser window titled 'Task Questions - Mozilla Firefox'. The address bar shows the URL 'https://sitsuat1.cc.kcl.ac.uk/urd/sits.urd/run/SIW_TTQ'. The page header includes the King's College London logo and the text 'Student Records'. Below the header, there is a navigation bar with links: 'Student Home Page', 'Academic Staff Home Page', 'HEAR', and 'OPAMA'. A 'LOGOUT' link is also present. The main content area is titled 'Your Details' and contains a section for 'Your details' with the instruction: 'Please check the information below. If it is incorrect please contact your School Quality Administrator.' Below this is a table for 'Personal Information' with the following data:

Name:	CHRISTINE SAUNDERS
Email Address:	christine.saunders@kcl.ac.uk
School:	School of Arts & Humanities
Department:	German

A 'CONFIRM' button is located at the bottom right of the details section. The footer of the page includes the text: '© King's College London, Strand, London WC2R 2LS, England, United Kingdom. Tel: +44 (0) 20 7836 5454' and a 'Help' link.

The taskbar at the bottom of the screen shows the 'start' button and several open applications: 'Inbox - Microsoft Out...', 'OPAMA Module appro...', and 'Task Questions - Mozl...'.

Fig. 2

Once everything's correct, click Confirm to go to Step 1 of the proposal process.

5. Completing the online module proposal form

5.1 STEP 1 – MODULE INFORMATION

This screen asks you to provide the basic information about your proposed module (Fig. 3).

Task Questions - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Task Questions x ALT Codes for Foreign Language Letters ... x

https://situat1.cc.kcl.ac.uk/urld/sits.urd/run/STW_TTQ

KING'S College LONDON

Student Records

Student Records: Logged in: Christine Saunders (ACS01)

Student Home Page Academic Staff Home Page HEAR OPAMA

LOGOUT

Module Information (step 1 of 21 - 4% complete)

Module Information

Please answer the following questions about your proposed module.

Please enter the proposed title of the new module. Höre ich das Licht?

When is module due to start? 2014/15 ACADEMIC YEAR

If you are not the module organiser who is? ABS01 BEN SCHOFIELD

Department hosting the module AAG German

School A School of Arts & Humanities

What level is the module? 5

How many credits will the module be worth? 15

What kind of module is it? Taught Module

Save and continue

start Inbox - Microsoft Out... Task Questions - Mozilla Firefox OPAMA Module appro... SITS: Vision Menus: 8... EN 15:07

Fig. 3

Questions:

1. *Please enter the proposed title of the new module* [free text, no more than 120 characters]

The module title should be entered in 'sentence case', using the conventions of the King's College London house style (link available via the Help tab).

2. *When is the module due to start?* [drop-down list]

Select the year in which the module will be first taught/examined. The drop-down defaults to the following academic year.

3. ***If you are not the Module Organiser who is?*** [searchable field based on the PRS records on SITS]

The field will default to your own PRS code and name. If you are not the Module Organiser, first delete your own PRS code from the field, pressing tab to get rid of your name as well as the code; then either enter the Module Organiser's PRS code if you know it, or enter the first letters of the person's surname in upper, lower, or mixed case. Once the search has filtered as far as showing the person's PRS code, click on the code to select it. *Tip: don't type too quickly; the filters need time to work!*

4. ***Department hosting the module*** [searchable field from the DPT table on SITS. Entered value determines the 2nd, 3rd and 4th characters of the module code]

The value in this field will default to your own Department. To change it, first delete the existing code. Then, either enter the 3-letter Department code, e.g. AAC, BBN, CCM, or enter the first few letters of the department's name. Once the search has filtered as far as showing the department code, click on it to select it.

5. ***School*** [searchable field from the FAC table on SITS]

The default value is your own School code. To change it, first delete the existing code. Then, either enter the 1-letter School code of the Department hosting the module, or enter the first few letters of the School name. Once the search filter shows the School code, click on it to select it.

6. ***What level is the module?*** [drop-down list; entered value is used to create the first character of the module code]

Select the module level from the drop-down list.

7. ***How many credits will the module be worth?*** [drop-down list]

Select the credit value of the proposed module from the drop-down list.

8. ***What kind of module is it?*** [drop-down list from the Module Type (MOT) table on SITS]

The system defaults to Taught Module, which will be correct for the vast majority of modules. Select the module type if different, from the drop-down list.

When you're happy with all the information you've entered, click to proceed to Step 1b.

Save and Continue

5.2 STEP 1B – MODULE CODE

This screen is the one on which you complete the module code. It is expected that you should have obtained from the curriculum coordinator or whoever maintains the coding sequence for your department, the appropriate code to use for your new module **before** starting the process. However, you will be able to enter a code, proceed through the other steps and amend the code later, **provided** this is done before you submit your proposal to the School. Note that OPAMA will not accept a combination of characters which when combined with the automatically-generated Level and Department codes has already formed a module code on SITS (fig. 4)

Task Questions - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Task Questions x ALT Codes for Foreign Language Letters ... x

kd.ac.uk https://sits1.cc.kcl.ac.uk/urd/sits.urd/run/SIW_TTQ

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Student Records

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Student Home Page Academic Staff Home Page HEAR OPAMA

LOGOUT

Module code (step 1b of 21 - 8% complete)

Module Code

Help

Please enter 4 characters to complete your module code SAAG B450

Please click save and continue.

Back Save and exit Save and continue

Exit and discard proposal

[Top of Page]

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Help

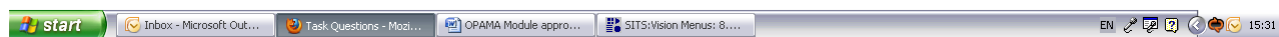


Fig. 4

Question

1. Please enter 4 characters to complete your module code

This question is mandatory and cannot be left blank. OPAMA will have generated the first 4 characters of the module code based on the Level and Department you selected on the previous screen. You should now enter 4 characters (they can be either letters, or numbers, or a mixture of the two) to complete the module code.

Getting the module code right is very important, since it is a primary key on SITS – i.e. all data related to the module, including its annual availability, assessment pattern, mark scheme etc., ultimately ‘hang’ from it. Once a module has been created on SITS with a particular code, the only way to change it is to create the whole module again from scratch.

This information will for the first time be held on SITS and will form part of the definitive data source for the module. It is a free, editable text box in an html format (Fig. 5).



1. *Please provide a brief general statement of the overall purpose of the module* – for example: “to provide an understanding of recent conservation policy-making and its impact upon patterns of land use in the UK”.

5.4 STEP 3 – LEARNING OUTCOMES

Page 11

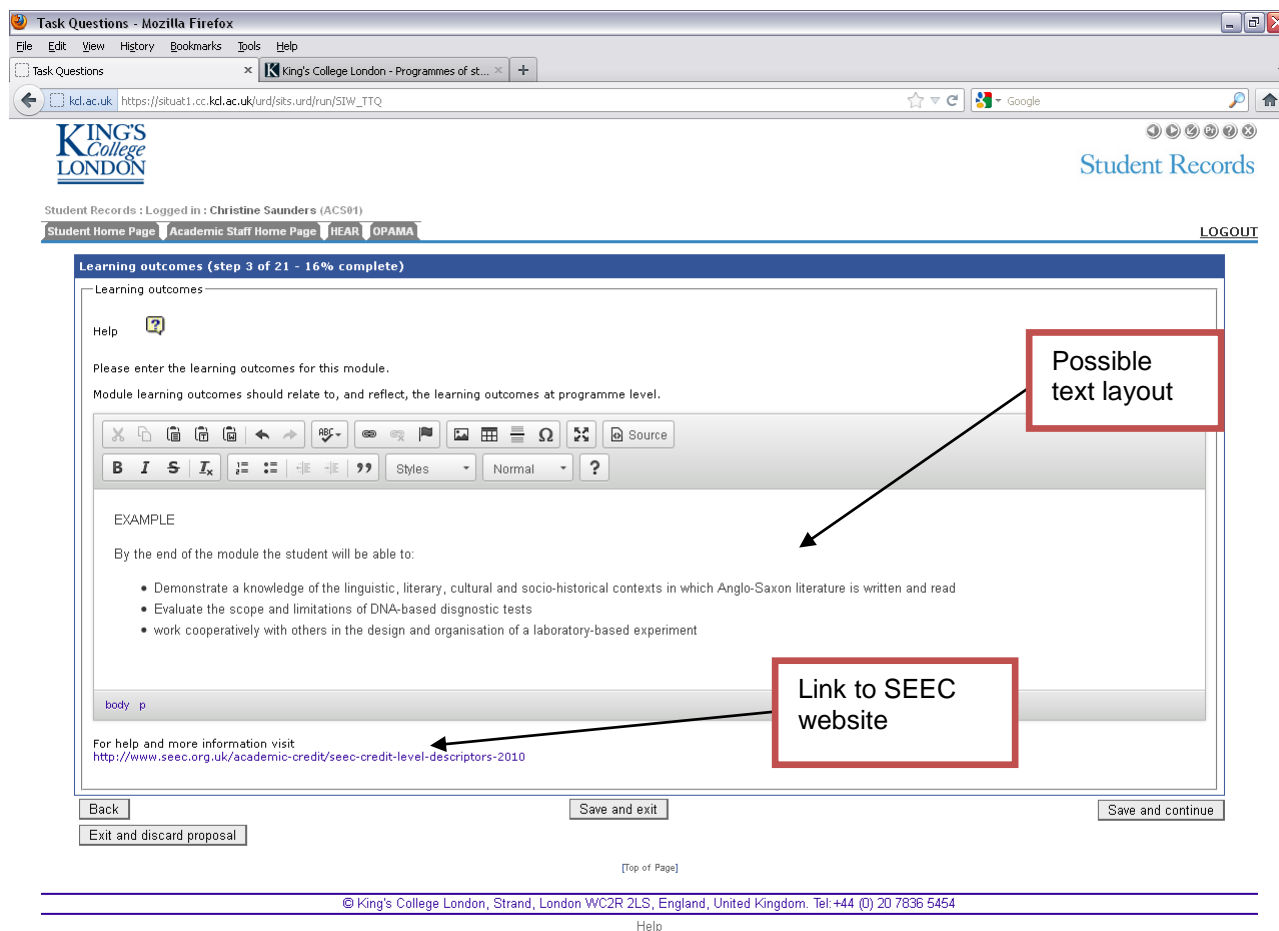


Fig. 6

Question:

1. Please enter the learning outcomes for this module

The learning outcomes specify what the student will be able to demonstrate upon successful completion of the module. They are usually expressed in terms of knowledge, understanding and skills. The learning outcomes should be stated in the editable text box. The aims and outcomes for a particular module should be consistent with the overall aims and outcomes of the programme(s) to which it contributes, and should take account of the generic level descriptors available on the SEEC website, to which there is a link at the bottom of the text box.

When you are satisfied with your input, click **Save and continue** to proceed to the next step.

5.5 STEP 4 – MODULE DESCRIPTION

This text will be held on SITS and will be available to students when making their online module selections (Fig. 7). In the future it may also be used for other College publicity both internal (e.g. departmental web pages/module handbooks) and external (e.g. the online prospectus).

Task Questions - Mozilla Firefox

File Edit View History Bookmarks Tools Help

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https://sitsat1.cc.kcl.ac.uk/urd/sits.urd/run/SIW_TTQ

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LOGOUT

Module description (step 4 of 21 - 20% complete)

Module Description

Please give a brief description of the module which would be suitable for use on a website or the College prospectus for a student/prospective student audience. This information will be used to populate a range of services and websites, for example online module selection, the prospectus, departmental webpages.

Rich text editor toolbar: Bold, Italic, Underline, Text color, Background color, Bulleted list, Numbered list, Indent, Outdent, Link, Unlink, Source.

Social and Psychological Studies
Module Description for 2008/9
Please remember to contact the Principal Tutor if you are asked to do so either here or in the Timetable & Synopsis and complete all registration requirements.
4BBND111 (BND111), 15 Credits (0.5 cu) Sem 2 (b) Thursday W
Principal tutor: Miss J E Thomas
Principal tutor email: jane.thomas@kcl.ac.uk
Second tutor: Dr R Compton
Teaching: L 25, S 10, T 5, Ds 25
Method of assessment: Ex 70%, Es 30%

body p

Back Save and exit Save and continue Exit and discard proposal

[Top of Page]

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Help

start | Inbox - Microsoft Out... | Task Questions - Moz... | SITS:Vision Menus: 8... | OPAMA Module appro... | Microsoft Lync

EN 16:48

Fig. 7

Question:

1. Please give a brief description of the module which is accessible to students and a 'lay' audience.

You should check with your School to see whether there are internal guidelines for this text – for example it could include summary details of the module organiser, the expected timetable slot (where known), the number of lectures/seminars, the method of assessment and a brief summary of the module content

When you have finished, click **Save and continue** to progress to the next step.

5.6 STEP 5 – DEPARTMENTAL CONTRIBUTION

The purpose of this step is to record the percentage contribution made by Departments to the teaching of the module (fig. 8). In the majority of cases, the module will be administered, taught and assessed by one academic unit – in which case the percentage contribution will be an unambiguous 100%. However, sometimes modules are shared between departments and if this is the case, the teaching split should be recorded here. It is envisaged that in the future this may have implications for budgetary distribution in the same way that the tuition fee for degree programmes are currently split between contributing academic units at the programme level.

Note: if the contributors to the teaching of your proposed module include Departments outside your School, the module must be approved by the School Module Approval Panel (or equivalent) of both/all Schools involved.

Task Questions - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Task Questions

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Student Home Page Academic Staff Home Page HEAR OPAMA

LOGOUT

Departmental contribution (step 5 of 21 - 24% complete)

Department(s) added

No department records added

Help

Please add the departments that are contributing to the module and confirm the percentage of their involvement. To do this:

1. Type the department code if known or search by name.....
2. Add the percentage of their involvement in the "contribution to teaching" box
3. Click on the "Add department"
4. The selected and department and the percentage of its involvement will appear at the top of the screen.
5. Repeat until the total contribution adds up to 100%

If you make a mistake click on the delete button to remove a department.

Department(s) contributing to the teaching of the module

Please enter/confirm the department and the percentage of teaching they will be undertaking on this module.

Department	AAG	German
Contribution to teaching	100	%

Add department

Please use the add button to confirm the contributing departments.

Back

Exit and discard proposal

Save and exit

Save and continue

[Top of Page]

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Help

start

Inbox - Microsoft Out...

SITS:Vision Menus: 8...

Task Questions - Moz...

OPAMA Module appro...

EN

08:18

Fig. 8

This is the first screen where your answer may be a single entity or a list containing multiple answers. To compile your list you enter the first component of your answer to the question in the bottom half of the screen and then confirm your response by using the 'Add Department' button so that a list accumulates in the top half of the screen.

Question:

1. Please enter/confirm the department and the percentage of teaching they will be undertaking on this module

The default settings for the two fields are:

- (a) The Department previously indicated as hosting the module (this is assumed to be the 'lead' department)
- (b) 100%

If this is correct, all you need to do is confirm these assumptions by clicking Add department

However, if the module is being jointly taught, you'll need to follow the on-screen instructions to amend the percentages and add the other department(s), and the percentage(s) of their involvement, one by one, clicking 'Add department' each time until you reach 100% (Fig. 9).

Task Questions - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Task Questions

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Student Home Page Academic Staff Home Page HEAR OPAMA

Departmental contribution (step 5 of 21 - 24% complete)

Department(s) added

Help

Please add the departments that are contributing to the module and confirm the percentage of their involvement. To do this:

1. Type the department code if known or search by name.....
2. Add the percentage of their involvement in the "contribution to teaching"
3. Click on the "Add department"
4. The selected department and the percentage of its involvement will be added to the top of this screen.
5. Repeat until the total contribution adds up to 100%

If you make a mistake click on the delete button to remove a department.

Department	Contribution	Delete
English Language & Literature	50	Delete
German	50	Delete

Department(s) contributing to the teaching of the module

Please enter/confirm the department and the percentage of teaching they will be undertaking on this module.

Department AAE English Language & Literature

Contribution to teaching 100%

Add department

Please use the add button to confirm the contributing departments.

Back Save and exit Save and continue

Exit and discard proposal

[Top of Page]

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Help

Fig. 9

The screen should now look as shown above. Once this is done, click **Save and continue** to progress to the next step.

5.7 STEP 6 – TEACHING & LEARNING

See Fig. 10 below.

Task Questions - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Task Questions

https://situat1.cc.kcl.ac.uk/urd/sits.urd/run/SIW_TTQ

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Student Home Page Academic Staff Home Page HEAR OPAMA

Student Records

Teaching & Learning (step 6 of 21 - 28% complete)

Contact time and hours of study

Help

Please indicate the **exact number of hours for each activity** to give an overall picture of the workload a student taking the module would be expected to undertake. Students should be clear as to what they can expect regarding contact time with staff, and the expectation that the programme has of its students as independent learners. Apart from placements and self-guided learning it is expected that the others are all taught sessions.

The total teaching hours entered (currently 0 hours) must not be less than 150

Lectures	20
Seminars/Tutorials	15
Field/Laboratory/studio/supervised learning	8
Project work	
Placements	
Self guided learning	110

Upload additional information

No documents uploaded

Please upload the draft teaching plan or other additional information which may be required or be useful to your School Approval Panel when considering this proposal (one document only).

*The file must be less than 1MB

e-learning

Please describe any e-learning component(s) used in this module (Max 150 Characters)

50% of the seminars will be taught online as webinars

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start Inbox - Microsoft Out... SITS/Vision Menus: 8... Task Questions - Mod... OPAMA Module appro... EN 11:17

Fig. 10

Questions

1. Number of hours for each activity

This question seeks information about contact time and hours of study. It will be used as the basis for the calculations used to provide data for the Key Information Set (KIS) in respect of the programme(s) of study to which this module will contribute.

There are three categories for which KIS data is required: scheduled learning, placements, and self-guided learning. Each of the fields in step 6 map onto one of those categories; Apart

from placements and self-guided learning it is expected that the other activities are all scheduled, taught sessions which involve contact between staff and students.

Please fill in the exact number of hours allocated to each kind of activity. The College's credit framework utilises standard credit tariffs where 1 credit equals 10 hours of notional learning (which includes teaching, private study, revision and assessment) - so the total hours should add up to not less than the credit value of the proposed module multiplied by 10; i.e. 150 hours for a 15 credit module; 300 hours for a 30 credit module. The system will prompt you as to the minimum number of hours acceptable for the module you're proposing, and won't allow you to save a total which is any lower than this.

2. *Upload additional information (teaching plan etc.)* [Upload facility, max. 1 x 1Mb document]

You should upload here any information required by your local module approval process to assist the Panel in assessing the suitability and practicability of your proposed module. Normally this would be an outline teaching plan or similar document. You can upload **one** document only (if you hold the necessary information on more than one document please combine them into one first) which must not exceed 1mb. You can upload .docx, .xlsx or .ppt files. The uploaded file will be available to be viewed by the SQA and the Chair and members of the Module Approval Panel as part of the scrutiny process.

3. *E-learning* [free text box, max. 150 characters]

Please indicate whether any of the teaching and learning activities previously listed is delivered via e-learning, and give a brief description of the form this will take, e.g. webinars, podcasts etc.

When you are content with the information provided, click

Save and continue

5.8 STEP 7 – MARK SCHEME

In this step, we ask you to select a mark scheme and, if appropriate, the method of reassessment appropriate to your module. The two screenshots (Figs. 11 & 12) below illustrate how information is added to complete the data requirements.

Task Questions - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Task Questions

https://situat1.cc.kdl.ac.uk/urd/sits.urd/run/STW_TTQ

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Student Records

Student Records : Logged in : Christine Saunders (ACS01)

Student Home Page Academic Staff Home Page HEAR OPAMA

LOGOUT

Mark scheme (step 7 of 21 - 32% complete)

Mark scheme added

Help

No mark schemes added - please select and confirm the appropriate mark scheme and reassessment method below

Mark scheme

Please select the appropriate mark scheme. Undergraduate 40 pass mark

Please select the re-assessment method. Standard

Please press 'add' to confirm your selection

Add

Back Save and exit Save and continue

Exit and discard proposal

[Top of Page]

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Help

Default values for a module at level 4, 5 or 6.

If already correct, click 'Add' to combine the values into a single answer which will replace the red text in the top half of the screen.

Fig. 11

Questions:

1. Please select the appropriate mark scheme [drop-down list]
2. Please select the reassessment method [drop-down list]

You need to answer **both** questions before adding your selection to the list area in the upper half of the screen and then saving it.

For Q1, the dropdown list defaults to 'Undergraduate 40 pass mark' if you have chosen level 4,5 or 6 for your module, or 'Postgraduate 50 pass mark' if your module is level 7. There are other options on the drop-down list which are specific to modules in, for example, the School of Medicine and Nursing.

For Q2, the options are 'Standard' or 'Alternative'. This determines how students who fail the module will be re-assessed. The standard method will provide for capped resits in all failed components. The alternative method is a single re-assessment element e.g. an exam, to determine if the student has met the minimum learning outcomes for the module. This

method is not appropriate if the module has any components with qualifying marks, i.e. where a minimum standard must be achieved.

If you choose 'Alternative' for the reassessment method, you will then be asked to state in a free text box the format of the alternative assessment, e.g. examination or essay.

Once you have answered questions 1 and 2 fully, you should click the **Add** button, which will combine your answers into a single entry in the upper half of the screen (Fig. 12):

Task Questions - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Task Questions

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Mark scheme (step 7 of 21 - 32% complete)

Below are the details of the mark schemes added:

Help

Mark Scheme	Re assessment method	If non standard (if applicable)	Tick Module Result (if applicable)	Delete
UG 40 Pass	Alternative	2 hour examination		Delete

Mark scheme

Please select the appropriate mark scheme. Undergraduate 40 pass mark

Please select the re-assessment method. Alternative

If alternative what format is it? 2 hour examination

Please press 'add' to confirm your selection

Add

Back Save and exit Exit and discard proposal

[Top of Page]

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Help

Fig. 12

If anything is amiss with this, you can delete it and start again. But if you are content with the information, click **Save and continue** to proceed.

5.9 STEP 8 – ASSESSMENTS

The kind(s) of assessment used to assess the module should be appropriate to its learning outcomes and should therefore allow a judgement to be made as to whether the learning outcomes have been achieved. For the purposes of producing data to populate the Key Information Sets (KIS) all assessments will map to one of three categories on SITS: **written**

examination, coursework (including dissertations) or **practical** (this will include OSCE, lab-based examinations, musical recitals, language orals and anything else you feel tests students' skills as opposed to their knowledge). The purpose of this step in the OPAMA process is to list the summative assessments for the proposed module – for each of these a mark will be recorded in SITS as well as the overall module mark.

Important Note: At present there is no College policy on the level of granularity required, but as a minimum the different assessment components should be grouped according to assessment type along with the percentage each is worth of the overall module mark. (Example: [average mark from 3 x1000 word essays (60%)] +[1 hour written examination (30%)] +[practical (oral) examination (10%)].) In theory each individual assessment could be listed (e.g. the 1000-word essays could each be listed at 20% of the overall mark). Each item on the list will be reflected in SITS as a Module Assessment Body (MAB) record and a mark will need to be provided for each in order for automatic calculation of the final module mark to be made. **If in any doubt, please check with your Approval Panel Chair or your School Quality Administrator as to the level of detail your School requires here.**

Below is a screenshot of the original screen (Fig. 13). You need to answer **all** the questions in respect of each assessment component you wish to add to your list.

Task Questions - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Task Questions +

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Student Home Page Academic Staff Home Page HEAR OPAMA LOGOUT

Assessments (step 8 of 21 - 36% complete)

Assessment(s) added

Help

No assessments added

Assessments

Please add the assessment elements which will form the assessments pattern for this module. Press the add button for each new element you create.

NB Please ensure that all the relevant fields are complete before pressing the add button.

What type of assessment is this? Coursework

Please give this assessment element a title

Percentage of the final module grade (to be recorded in SITS)

Is there a qualifying mark? No

Add

Back Save and exit Save and continue

Exit and discard proposal

[Top of Page]

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Help

Questions - you should answer all the questions below in respect of each assessment component you wish to put on the list. Click on when the information for each component is complete.

1. ***What type of assessment is it?*** [drop-down list] This is the overall category of the assessment component, i.e. 'Coursework', 'Examination' etc. In order for the Examinations Office to schedule individual examination papers, you must record each examination separately. For coursework, however, individual assignments may be grouped together. If for example the students are required to complete five written assignments but only an average of the best three marks is used for the final mark, it's best to group this as a single component (since there will only be one mark to record on SITS). You would therefore select 'Coursework' once from the dropdown list. If however they have to do four pieces of work each counting for 25% of the overall mark, you may wish to record each piece of work separately, in which case you'll need to choose 'Coursework' for your list and repeat the choice a further 3 times.

If you choose any of the examination options on the drop-down list, you will be asked also to provide the **examination length** (minimum 1 hour for scheduling purposes) and the **examination period** (December, January or May)

2. ***Please give this assessment a title:*** this should give a piece of descriptive detail, e.g. 3,000 word essay, 2-hour unseen examination etc. For a composited group of coursework items you might say '3x1500 word essays' or 'essay portfolio', to indicate an assessment component consisting of multiple assignments.
3. ***Percentage of the final module grade (to be recorded in SITS):*** Type in the percentage of the overall module mark that is applicable to the assessment component.
4. ***Is there a qualifying mark?*** [Yes/No] Please indicate whether the component has to be passed at the normal passmark or whether there is a qualifying mark. If you click 'Yes', you will be further prompted to enter the qualifying mark. This is usually below the standard pass mark and relates to cases where students may not reach the passmark standard in one component but achieves very highly in another. A qualifying mark allows them to pass the overall module on the basis of their higher mark, as long as the qualifying mark has been met.

The screenshot below (Fig. 14) shows what a final list might look like:

Task Questions - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Task Questions

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Student Home Page Academic Staff Home Page HEAR OPAMA

LOGOUT

Assessments (step 8 of 21 - 36% complete)

Below are the details of the assessment records added:

Help

Assessment title (if applicable)	Percent of final grade	Assessment type	Exam Length (if applicable)	Exam period (if applicable)	Qualifying mark (if applicable)	Delete
2 x 1500 word essays	60	Coursework				Delete
1 hour written exam	30	Scheduled Examination 1	1	May		Delete
Presentation Skills demonstration	10	Practical Examination	1	May		Delete

Assessments

Please add the assessment elements which will form the assessments pattern for this module. Press the add button for each new element you create.

IB Please ensure that all the relevant fields are complete before pressing the add button.

What type of assessment is this?

Please give this assessment element a title

Percentage of the final module grade (to be recorded in SITS)

What is the length of the examination?

When is the examination period?

Is there a qualifying mark?

Scheduled Examination 1

1 hour written exam

30 %

1 Hour

May

No

Add

Back

Save and exit

Exit and discard proposal

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Help

start

Inbox - Microsoft Out...

SITS:Vision Menus: 8...

Task Questions - Moz...

OPAMA Module appro...

EN

13:38

Information added (1) as a result of selections made (2) and added (3). If you make a mistake click on delete (4) and repeat the process.

Fig. 13

Once your list is complete, click **Save and continue**

5.10 STEP 9 – WHEN THE MODULE WILL RUN

On this screen you are asked to provide details which will be used to timetable the module and ensure that students will be able to select it via the online module selection task (Fig. 14).

Task Questions - Mozilla Firefox

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Task Questions

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LOGOUT

When the module will run (step 9 of 21 - 40% complete)

Periods(s) to run added

Help

Period	Period name	Delete
SEM1	Semester 1	Delete
SEM2	Semester 2	Delete

When the module will run

If the teaching period has not yet been determined please select "not yet known". Please note that when the module is created the period slot will be automatically created as SEM1. You will be able to amend this if necessary via the Module Modification process.

How many times will the module be taught each year? 2

Please select when this module will be taught and click the add button.

Please ensure the module will be taught matches the periods added

Add

Back

Exit and discard proposal

Save and exit

Save and continue

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Help

Fig. 14

Questions:

1. *How many times will the module be taught each year?* [drop-down list] Select the number of consecutive times during the academic year that the module will be taught. These are known as 'Occurrences'.
2. *Please select when this module will be taught* [creates a list of 'period slots' for the module in the upper part of the screen]

The number of period slots listed must equal the number of times the module will be taught in the session. Select a period slot from the drop-down list and click the 'Add' button to display your selection. If you answered more than '1' in response to Q1, you will need to repeat the process to add period slots until you reach the number of occurrences you selected. In practice the majority of modules are taught once each year. However, the screenshot above shows how the screen might look if your module is to be taught twice in each session, once in Semester 1 and once in Semester 2.

If you don't know in which semester the module will be timetabled, you can use the 'Not yet known' option on the drop-down list. In practice, SITS will be set up to run the module

in Semester 1, but if this turns out not to be the case, the fact that 'Not yet known' was chosen in OPAMA will mean that the period slot can be modified later without having to go through a second approval process.

Click Save and continue to proceed.

5.11 STEP 10 – STUDENT NUMBERS AND FINANCE

This step asks for details of any maximum or minimum numbers of students required for the module. In practical terms, it asks whether you want SITS to cap the numbers of students able to register for the module, and provides a viability indicator to your School and Department if they wish to use it. **Important: Your School is likely to have policy on capping numbers so check with your Panel Chair, SQA or whoever oversees your departmental curricula before seeking to enter numbers in these fields. The default response to the question asked in this step is 'No' (Fig. 15).**

Task Questions - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Task Questions

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Google

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LOGOUT

Student numbers and finance (step 10 of 21 - 48% complete)

Student Numbers and Finance

Help

Are there any restrictions on the maximum or minimum number of students who may take this module? Yes

Please only enter a maximum number if you really wish to cap the number of students able to select the module. If you don't wish there to be a formal cap in SITS, please answer 'No' or enter a minimum number only.

If number of students exceeds the cap what are the selection criteria?

What is the minimum number of students that must take this module for it to run?

Back Exit and discard proposal Save and exit Save and continue

[Top of Page]

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Help

Fig. 15

Questions:

1. *Are there any restrictions on the maximum or minimum number of students who may take this module? [Yes/No].* If you answer 'No' to this question, you're done for this step.

Click to move on. Check your School policy before answering anything other than 'No'.

If you answer 'Yes', you will be asked the following further questions:

1a Enter a maximum number of students. This will translate into a formal cap on the numbers who are able to select the module using the online selection system, so you should seek the advice and approval of your School to impose such a cap before entering a number here.

1b If number of students exceeds the cap, what are the selection criteria? Please ensure that any criteria are endorsed by your School and Department.

1c What is the minimum number of students that must take this module for it to run? A minimum number can be entered here without affecting SITS, and may be of use to your Departmental Teaching Committee or School Approval Panel when considering viability issues. You can fill in only this box and leave the others blank.

Click to proceed to Step 11.

5.12 STEP 11 – NEW RESOURCE REQUIREMENTS

Proposers of new modules should liaise with Library Services to ensure that the new module can be supported in terms of learning resources. Similarly, any other additional requirements that the module may make in terms of, for example, space or other academic facilities, should be discussed with the relevant senior officer. The School Education Committee/Approval Panel in approving the module will ensure that such liaison has taken place and, where additional services/support is required, that this has the approval of the relevant areas. All details of additional resources must be approved (Fig. 16).

Task Questions - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Task Questions

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LOGOUT

New resource requirements (step 11 of 21 - 52% complete)

New resource requirements

Help

Are any new Library/Information Technology resources needed for the delivery of this module.
(e.g. subscriptions to e-journals, databases, new/additional licences, copyright considerations)

Yes

30 copies of Hamlet* required

Please state any other extra, unbudgeted resources needed for the delivery of this module.

Are any other resources needed for the delivery of this module.
(e.g. teaching space, staff offices, e-learning support, support from central services)

No

No documents uploaded

Upload approval documentation (e.g. email text) from relevant College staff (please combine multiple approvals into one document before uploading):

Browse... *The file must be less than 1MB

If extra resources are required but no evidence of approval is provided, the module may not be approved

Back Save and exit Save and continue

Exit and discard proposal

[Top of Page]

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Help

Fig. 16

Questions:

1. *Are any new Library/Information Technology resources needed for the delivery of this module (e.g. subscriptions to e-journals, databases, new/additional licences, copyright considerations)* [Yes/No] Choose as appropriate.

If Yes:

1(a) *Please state any other extra, unbudgeted resources needed for the delivery of this module.* [free text box] Complete as appropriate.

2. *Are any other resources needed for the delivery of this module (e.g. teaching space, staff offices, e-learning support, support from central services)* [Yes/No] Choose as appropriate

If Yes:

2(a) *Please state any extra, unbudgeted resources needed for the delivery of this module* [free text box] Complete as appropriate.

3. **Upload approval documentation** [upload facility, max. 1 document, up to 1 Mb]: You can provide evidence of approval of any of the resource needs by uploading a document here. Note that if you have received approval in the form of an email, you will need to paste it into a word document before uploading it, as most people do not have Outlook set up to be able to read .msg files.

Once you have completed this step, click Save and continue

5.13 STEP 12 – STUDY ABROAD

Information is requested which will assist the Study Abroad Office and Marketing to maximise the potential for your module to appeal to a wider audience (if appropriate). This data will not be held in SITS fields but will be available for scrutiny by the Panel as part of the approval process (Fig. 17).

The screenshot shows a web browser window titled "Task Questions - Mozilla Firefox". The address bar shows the URL "https://sitsuat1.cc.kcl.ac.uk/urd/sits.urd/run/SIW_TTQ". The page header includes the King's College London logo and the text "Student Records : Logged in : Christine Saunders (ACS01)". Below the header, there are navigation links: "Student Home Page", "Academic Staff Home Page", "HEAR", "OPAMA", and a "LOGOUT" link. The main content area is titled "Study abroad (step 12 of 21 - 56% complete)". It contains a "Study Abroad" section with a "Help" icon. The form includes three questions with dropdown menus: "Is this module available to Study Abroad students?" (Yes/No), "Is the period of study different for Study Abroad students?" (No), and "Is the assessment different for Study Abroad students?" (No). There are two text boxes: "What are the entry requirements for Study Abroad students?" (containing "Study Abroad students should be majoring in English at their home university") and "Please enter some key words that will assist in the marketing of this module:" (containing "light, dark, opera"). At the bottom of the form, there are three buttons: "Back", "Save and exit", and "Save and continue". Below the form, there is a "[Top of Page]" link. The footer of the page contains the text "© King's College London, Strand, London WC2R 2LS, England, United Kingdom. Tel: +44 (0) 20 7836 5454" and a "Help" link.

Fig. 17

Questions:

1. *Is this module available to Study Abroad students?* [Yes/No] Answering 'Yes' to this question will cause further questions and text boxes to appear (see below)

1a *Is the period of study different for Study Abroad students?* [Yes/No] Answering 'Yes' to this question causes the following supplementary question to appear:

2. *Please detail when this module will be taught:* Only complete this if the module will be taught to Study Abroad students as a separate cohort.

3. *Is the assessment different for Study Abroad students?* [Yes/No] Answering 'Yes' to this question causes the following supplementary question to appear:

3a *Please enter details of the alternative assessments for Study Abroad students:* Only complete this if Study Abroad students will be assessed separately from King's degree students.

4. *What are the entry requirements for Study Abroad students?* Give details here of any reasonable requirements over and above a general degree-level standard which is expected of all Study Abroad students; e.g. if the student should be taking a particular subject area as their major, e.g. Maths, English or a specialist Science; English or a foreign language competency etc.

5. *Please enter some key words that will assist in the marketing of this module:* Please enter any standard metadata which would help discover this module through a search facility.

Click

Save and continue

 to proceed to step 13.

5.14 STEP 13 – READING LIST

This step seeks to collect an indicative reading list which would be of use to students and assist the Approval Panel in their scrutiny of the module (Fig. 18).

Task Questions - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Task Questions

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LOGOUT

Reading list (step 13 of 21 - 60% complete)

Suggested Reading

If an indicative or final reading list for the module is available please either upload a copy or enter the link from <http://myreadinglists.kcl.ac.uk/index.html>

Upload reading list

No documents uploaded

Please upload the reading list for this module if applicable (1 document only in pdf or docx format)

Browse... *The file must be less than 1MB in size

Back Save and exit Save and continue

Exit and discard proposal

[Top of Page]

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Help

Fig. 18

Question

1. *If an indicative reading list for the module is available please either upload a copy or enter the link from Talis Aspire* [textbox for web link/upload facility]

You can either link directly to a reading list you have set up on the Talis Aspire 'my reading lists' facility available on the web, or else upload a document containing a reading list; as before this must be one document only with a maximum volume of 1 Mb, in either .docx or .pdf format.

Click Save and continue to proceed to step 14.

5.15 STEP 14 – RELATIONSHIP TO PROGRAMMES

This step asks you to provide details of those programmes for which the proposed module is core (i.e. the module must be both taken and passed in order that a student is eligible for the award for which the programme is designated) (Fig. 19). When the Programme Approval element of OPAMA is introduced we will collect details of this and other relationships of

each module to the programmes to which they contribute. For the time being, you can, if your School Education Committee/Approval Panel requires it, describe how the module will contribute to degree programmes in other ways (e.g. compulsory, core/compulsory, foundation etc.) by using the free text field included in this step.

Task Questions - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Task Questions

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Relationship to programmes (step 14 of 21 - 64% complete)

Programmes added:

Please click ? icon for help:

Programme Code	Programme Name	Delete
UBAH3ASEH	English Language And Literature	Delete

Relationship to programmes

Is this module core to any programmes?

Please indicate which programmes. If a programme for which this module will be core has not yet been approved, please leave this field blank and state in the notes field below the name of the new programme

UBAH3ASEH - Bachelor of Arts in English Language and Literature

Add

Is this module open to students as an optional module on other programmes?

It is open to appropriately qualified students on other programmes

It will also be a core element of the BA Comparative Literature and the BA Liberal Arts (English major).

Notes

Back Save and exit Save and continue

Exit and discard proposal

[Top of Page]

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Help

Fig. 19

Questions:

1. *Is this module core to any programmes* [Yes/No] Answering Yes to this question will cause the following supplementary questions to appear:

1a Please indicate which programmes [drop-down list] In order to speed up the search we have limited the drop-down list to those programmes led by the Department which is recorded as hosting the proposed module. If the new module is to be core to any of these, please list them by selecting them and clicking 'Add'. If there are programmes for which the module is core but they do not appear on the list, please add them manually in the text box provided. You can also provide details there of any programmes that have not yet been approved to which the new module will be core.

You can also use the free text box to describe any other relationships to programmes, e.g. compulsory or foundation, if this will assist your local Approval Panel.

2. *Is this module open to students as an optional module on other programmes?* [drop-down list] Please choose a suitable option.

When the information is complete click Save and continue

5.16 STEP 15 – RELATIONSHIP TO MODULES

This step explores the various relationships between modules (Fig. 20). At this stage the information will be used to assist your Panel in its scrutiny of the module; these relationships will be recorded in SITS as part of the programme approval and modification processes.

Task Questions - Mozilla Firefox

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Task Questions

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Relationship to modules (step 15 of 21 - 68% complete)

Modules added:

Help

Prohibited module combination

Module code	Module name	Delete
5AAEB019	Nineteenth Century European Realist Fiction	Delete

Pre-requisite modules added:

Please click the ? icon for help:

Pre-requisite modules

Module code	Module name	Delete
4AAEA005	Early Modern European Culture	Delete

Relationships to modules

Are there any modules this cannot be taken with? Yes

Please indicate which modules. 5AAEB001 - The Medieval Book Add

Are there any modules that must be taken before taking this one? Yes

Please indicate which modules. 4AAEA006 - INTRODUCTION TO AMERICAN STUDIES Add

Will this new module supersede a module that already exists? No

Back Save and exit Save and continue

Exit and discard proposal

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Help

start Inbox - Microsoft Out... SITS: Vision Menus: 8... Task Questions - Mozilla Firefox OPAMA Module approval... EN 16:16

Fig. 20

Questions:

1. *Are there any modules this cannot be taken with?* [Yes/No] Choosing 'Yes' will cause the following supplementary question to appear:

1a Please indicate which modules [drop-down list of all modules of the same level in the proposed module's host department] Select a module to start the list of prohibited module combinations, and click 'Add' to put it on the list. If there are other modules with which the proposed module cannot be taken, repeat the process until the list is complete.

2. *Are there any modules that must be taken before taking this one?* [Yes/No] Choosing 'Yes' will cause the following supplementary question to appear:

2a Please indicate which modules [drop-down list of all modules of the previous level in the proposed module's host department] Select a module to start your list of pre-requisite modules and click 'Add' to put it on the list. If there are other modules which must be taken before the proposed module, repeat the process until the list is complete.

3. *Will this new module supersede a module that already exists?* [Yes/No] Choosing 'Yes' will cause the following supplementary question to appear:

3a Please select superseded module [drop-down list of all modules of the same level in the proposed module's host department] It is assumed that a new module will only supersede one 'old' module, therefore selecting one from the drop-down list will record this – you don't need to add it to a list.

When you've finished, click

Save and continue

.

5.17 STEP 16 – ETHICAL APPROVAL

Any module involving activity where the subjects are human should be assessed to ascertain whether it requires ethical approval. Examples of such types of activity are those which involve some kind of physical procedure or administering of questionnaires, conducting and/or taking part in interviews, or making video or audio recordings for educational use. If ethical approval is required this should be obtained before the module can be approved by the School Education Committee/Approval Panel.

There are on-screen web links to help you (Fig. 21)

Task Questions - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Task Questions

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Ethical Approval (step 16 of 21 - 72% complete)

Ethical Approval

Help

Does this module require ethical approval?

Yes

Please provide details of the approval gained from relevant College officer(s) including the ethics approval number. You may attach confirmation emails (below).

Upload evidence to support ethical approval.

No documents uploaded

Additional Information

Link to Guidance

<http://www.kcl.ac.uk/innovation/research/support/ethics/index.aspx>

Link to application

<http://www.kcl.ac.uk/innovation/research/support/ethics/applications/lowrisk/index.aspx> Ethical Guidance

Back

Exit and discard proposal

Save and exit

Save and continue

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Help

start

Inbox - Microsoft Out...

SITS:Vision Menu: 8...

Task Questions - Mozl...

OPAMA Module appro...

EN

16:37

Fig. 21

Questions:

1. Does this module require ethical approval? [Yes/No] Choosing 'Yes' causes the following supplementary questions to appear:

1a Please provide details of the approval gained from relevant College officer(s) including the ethics approval number. You may attach confirmation emails (below). [free text box]

This box is primarily for you to record the Ethical Approval number, but you may also use it to add any information describing the activities needing approval in order that the Approval Panel have as much information as possible.

1b Upload evidence to support ethical approval. You can upload one document of up to 1Mb, in .docx or .pdf format.

Note that if you have received approval in the form of an email, you will need to paste it into a word document before uploading it, as most people do not have Outlook set up to be able to read .msg files.

Click Save and continue.

5.18 STEP 17 – EXTERNAL PROVISION AND DELIVERY 1

Steps 17 and 18 are designed to collect information about two kinds of external provision: (a) delivery by King's teachers off-campus, e.g. where seminars might be held on the premises of a cultural partner; and (b) where the actual delivery of the module is shared by an external body or institution. The information is required in order that the School Education Committee/Approval Panel can satisfy itself that all possible steps have been taken to ensure that students' experience of teaching and learning outside King's at least matches that on its own premises and delivered by its own staff, in terms of suitability of facilities, quality of external teaching, general collaborative arrangements, and risk assessment where appropriate (Figs. 22 and 23)

Task Questions - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Task Questions

kd.ac.uk https://situat1.cc.kd.ac.uk/urdsits.urd/run/SIW_TCC.start_urf?EeRuRh7880...e=%240nVc%24=3DRs9_Voc4154D...lwk=sW4_dh6...B6=zWYQ...rKT=nXkl

KING'S College LONDON

Student Records : Logged in : Christine Saunders (ACS01)

Student Home Page Academic Staff Home Page HEAR OPAMA

LOGOUT

External Provision and Delivery 1 (step 17 of 21 - 76% complete)

External Provision and Delivery 1

Help

Please indicate which campus the module will be mainly taught on.

Strand

Yes

British Museum

Please indicate where it will be delivered.

Please provide the name and address

xxxxx (Curator of artefacts)
British Museum
Address
Postcode
Phone or email contact

What percentage of the module is delivered off-campus?

10 %

What learning resources will be available off-campus?

access to special collections of opera texts. 3 of the seminars will be held there.

Will any part of the module be delivered by an external body?

No

No documents uploaded

Please upload evidence of an institutional agreement which covers this provision.

e.g. a copy of the relevant agreement between King's and the external provider or an email from QAS confirming its existence.

Note: if the module proposal is submitted without evidence of the collaborative agreement, the module may not be approved:

Browse...

Back

Exit and discard proposal

Save and exit

Save and continue

[Top of Page]

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Help

start

Inbox - Microsoft Out...

Task Questions - Moz...

SITS: Vision Menus: 8...

OPAMA Module appro...

EN

11:05

Fig. 22

Questions

1. Please indicate which campus the module will be mainly taught on. [drop-down list of King's campuses] Select the campus where the majority of the teaching and administration of the module will take place.

2. *Will any part of the module be delivered by King's staff but away from a King's campus?* [Yes/No] This is intended to capture instances where actual teaching is delivered off-campus; it isn't meant to include ad hoc visits to museums, for example. Answering 'Yes' to this question will cause the following questions to appear:

2a Please indicate where it will be delivered Enter the name of the institution or organisation on whose premises the teaching will take place.

2b Please provide the name and address [free text box] Provide contact details for a responsible person at the off-site venue

2c What percentage of the module is delivered off-campus? Enter an approximate percentage so that the Panel can assess the significance of the off-site delivery in terms of risk etc.

2d What learning resources will be available off-campus? [free text box] Give a brief description of the learning resources or other factors which make this off-site delivery particularly appropriate for this module

3. *Will any part of the module be delivered by an external body?* [Yes/No] Answer 'Yes' to this question if all or part of the module will be delivered by representatives/teachers from a partner organisation or institution, usually at their own premises. This includes any learning undertaken while at an educational institution on a year abroad, or in a placement, the assessment of which is covered in this proposed module. Answering 'Yes' will cause the following supplementary questions to appear:

3a Please provide name and address [free text box] Enter the contact details of the person organising the external delivery.

3b What percentage of the module is delivered by the external body? Enter an approximate percentage so that the Panel can assess the significance of the off-site delivery in terms of risk etc.

3c What is the nature of the involvement of the external body? Briefly describe the role that the external provider will play in delivering the module

4. *Please upload evidence of an institutional agreement which covers this provision* [1 document, maximum 1Mb in .docx or .pdf format] You should provide evidence that the collaboration has been formally approved at the appropriate level. This can take the form of a copy of a signed agreement between the two institutions, or the text of an email from the Quality & Academic Support office confirming that an agreement exists. **If you wish to upload an email text, please paste it into a word document first as most people are unable to open .msg files.**

Note: if a module proposal which includes external delivery is submitted without evidence of the collaborative agreement, the module may not be approved.

When you have completed this screen, click Save and continue.

If you have answered 'No' to both questions 2 and 3 above, you will be taken directly to Step 19. If you have answered 'Yes' to either question, you will progress to step 18.

5.19 STEP 18 – EXTERNAL PROVISION AND DELIVERY 2 (only appears if there is data in Step 17 on external delivery or provision)

This section captures the review mechanisms in place where all or part of the module is delivered by an external organisation, together with the information provided to students to prepare them for, and guide them through, a placement or a period of study abroad which is covered by the proposed module (Fig. 23)

Task Questions - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Task Questions

kd.ac.uk https://situat1.cc.kd.ac.uk/urd/sits.urd/run/SIW_TTQ

Google

KING'S College LONDON

Student Records

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Student Home Page Academic Staff Home Page HEAR OPAMA

Logout

External Provision & Delivery 2 (step 18 of 21 - 80% complete)

External provision and Delivery 2

Help

What mechanisms will be put in place to ensure the on-going monitoring of the external delivery of the module?

The module organiser will attend all lectures

There will be a student survey with specific questions on the external provision

There will be monthly meetings with the external provider to review provision

body p

No documents uploaded

Please upload the guidance (1 document only) presented to students undertaking placements/year abroad/year in employment, and/or provide url of the appropriate web page

Browse...

*The file must be less than 1MB

URL

Back

Exit and discard proposal

Save and exit

Save and continue

[Top of Page]

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Help

start

Inbox - Microsoft Out...

Task Questions - Moz...

SITS:Vision Menu: 8...

OPAMA Module appro...

EN

11:49

Fig. 23

Questions:

1. *What mechanisms will be put in place to ensure the on-going monitoring of the external delivery of the module?* [free editable text box] Use the space provided to describe/list the arrangements you have or will put in place with the partner institution to ensure the quality of the teaching and learning provided to students on the module.
2. *Please upload the guidance (1 document only) presented to students undertaking placements/year abroad/year in employment, and/or provide the url of the appropriate web page* [upload facility] The Approval Panel needs to be assured that students have all

the information they need to prepare them for and guide them through periods when they are not being taught at King's. The information needs to be kept up to date following approval, and versioned so that it will be possible to access the information that was available to particular cohorts of students.

When you have finished, click Save and continue.

5.20 STEP 19 – ADDITIONAL INFORMATION AND USEFUL WEBSITES

Create a list of websites or web pages which may be of use to students wishing to take this module. As before, you should enter the url and the name of the web site and click 'Add' to add the site or page to the list (Fig. 24).

Task Questions - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Task Questions

kd.ac.uk https://situat1.cc.kdl.ac.uk/urd/sits.urd/run/SIW_TTQ

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Student Home Page Academic Staff Home Page HEAR OPAMA

Additional information & useful websites (step 19 of 21 - 84% complete)

Website(s) added

Help

Website	Website URL	Delete
king's College London	http://www.kdl.ac.uk	Delete
BBC	http://www.bbc.co.uk	Delete

Useful websites

Please enter the URL of any useful websites
http://www.bbc.co.uk

Please enter the name of the website
BBC

Please provide here any additional information which may be of assistance to the School Module Approval Panel!
Collaborative agreement still pending - hope to get signature next week.
Have lined up Prof. Bloggs to give keynote lecture in Week 3 on his current research

Add website

Back Save and exit Save and continue

Exit and discard proposal

[Top of Page]

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Help

start Inbox - Microsoft Out... Task Questions - Mozi... SLITS:Vision Menus: 8... OPAMA Module appro... EN 13:02

Questions:

1. *Please enter the url of any useful websites* You can either paste in the url of a specific web page, or else type the url from scratch. If you do the latter please enter the url in full including the http:// prefix; e.g. <http://www.bbc.co.uk/weather>

2. *Please enter the name of the website* Please enter the title of the website, e.g. King's College London
3. *Please provide here any additional information which may be of assistance to the School Module Approval Panel* [free text box] Use this space to add any extra information which might be useful for the Panel to be aware of.

This is the final step in completing the online form. Click on **Save and continue** to see a summary of what you've entered.

5.21 STEP 20 – CONFIRM MODULE DETAILS AND NEXT OPTIONS

You will see a 'report' which shows in document form the information you have entered – this is the format which will be seen by the Approval Panel.

Your options as to what to do next are at the bottom of the document page and look like this (Fig. 24):

The screenshot shows a web browser window titled 'Task Questions - Mozilla Firefox'. The address bar shows a URL from kcl.ac.uk. The form content includes a table with the following data:

Off campus address:	xxxxxx (Curator of artefacts) British Museum Address Postcode Phone or email contact
Percent delivered off campus:	10%
Learning resource available off campus:	access to special collections of opera texts. 3 of the seminars will be held there.
Link to agreement document	

Below this is a section for 'URL' with two entries: <http://www.kcl.ac.uk> and <http://www.bbc.co.uk>.

At the bottom of the form, there are three buttons: 'Back', 'Return to step 1', and 'Save for submission later'. There are also two links: 'Click this link to email report to yourself' and 'Email the pdf to one or more people (return later to incorporate feedback). Use when your local School process is offline'.

Red boxes with arrows point to the following elements:

- Email report to yourself so you can forward to others with a message (return later to incorporate feedback). Can be used when local School processes are offline** (points to the 'Click this link to email report to yourself' link).
- Leave the system without submitting the proposal** (points to the 'Back' button).
- Email the pdf to one or more people (return later to incorporate feedback). Use when your local School process is offline** (points to the 'Email the pdf to one or more people...' link).
- These buttons enable you to carry on editing your proposal** (points to the 'Return to step 1' button).
- Formally submits your proposal to the School where the process is done online** (points to the 'Send to School Quality Administrator' button).

The footer of the page contains the text: '© King's College London, Strand, London WC2R 2LS, England, United Kingdom. Tel: +44 (0) 20 7836 5454'.

Fig. 24

If you want to make any amendments after reading the summary document you can re-enter the editing screens by clicking either 'Return to Page 1' or 'Back' depending on whether the steps you want to access are nearer the beginning or the end of the online form. If you do change anything, ensure you save the change(s) before exiting each step.

Options for submitting your proposed module

The OPAMA system has been designed to allow for different approval routes depending on local procedures. Some Schools will not consider proposals that have not been signed off by the proposer's Departmental Teaching Committee. Some Schools' approval committees consist of a small subset of their full committee which consider proposals via email, while other Schools consider every proposal in full committee which meets in person. OPAMA can be used to make the entire process online, but it is also perfectly possible to take parts of the process offline. Your local procedure will determine which step you now take now that you have completed the online form.

1. ***Save for submission later:*** Exactly what it says....use this option initially if you need to consult others about your School's local process.
2. ***Save and send online pdf for offline review:*** If you click this option you will be presented with a text box to enter the email address(es) of anyone you would like to send a copy of the summary document. If you want to send it to more than one person, you should separate the email addresses with a semi-colon (as you would in Outlook). This option enables you to:
 - send the pdf to a number of people (e.g. your Department Teaching Committee Chair/members/administrator) to enable local scrutiny of your proposal prior to formal submission. You would then be able to incorporate any feedback into the proposal before sending it to the School
 - ask your School Quality Administrator to review the proposal informally; again you would be able to amend your proposal in the light of any feedback before making a formal submission

Note: at present there is no facility to send a message along with the proposal using option 2 above. This will be rectified in a future release but in the meantime we recommend you use option 3 as specified below, if you want to send a message along with the module report.

3. ***Email a pdf of the report to yourself:*** You can do this either by clicking the button above and putting your own email address in the 'email to' box; OR by clicking the link 'Click this link to email report to yourself' which has the same effect. **The advantage of emailing the report to yourself first is that you can then forward it to others along with a message giving any background introduction to the proposal, or instructions to others, as appropriate. This is currently the recommended option if your proposal is to be considered offline either at department or School level.**
4. ***Send to School Quality Administrator:*** Use this option **ONLY** if you are now ready to submit your proposal for formal, online consideration by your School or if your local offline scrutiny has been completed. Please note that once you have formally submitted the proposal, you will be unable to re-enter the proposal to edit it; only the SQA will be

able to make alterations on your behalf. So, if you're accustomed to getting informal feedback first, make sure you follow either option 2 or 3 above before taking this step.

5.22 STEP 21 – THANK YOU (end of stage 1)

Once you have submitted the proposal formally to the School, you will see a confirmation/thank you screen as shown below (Fig. 25):

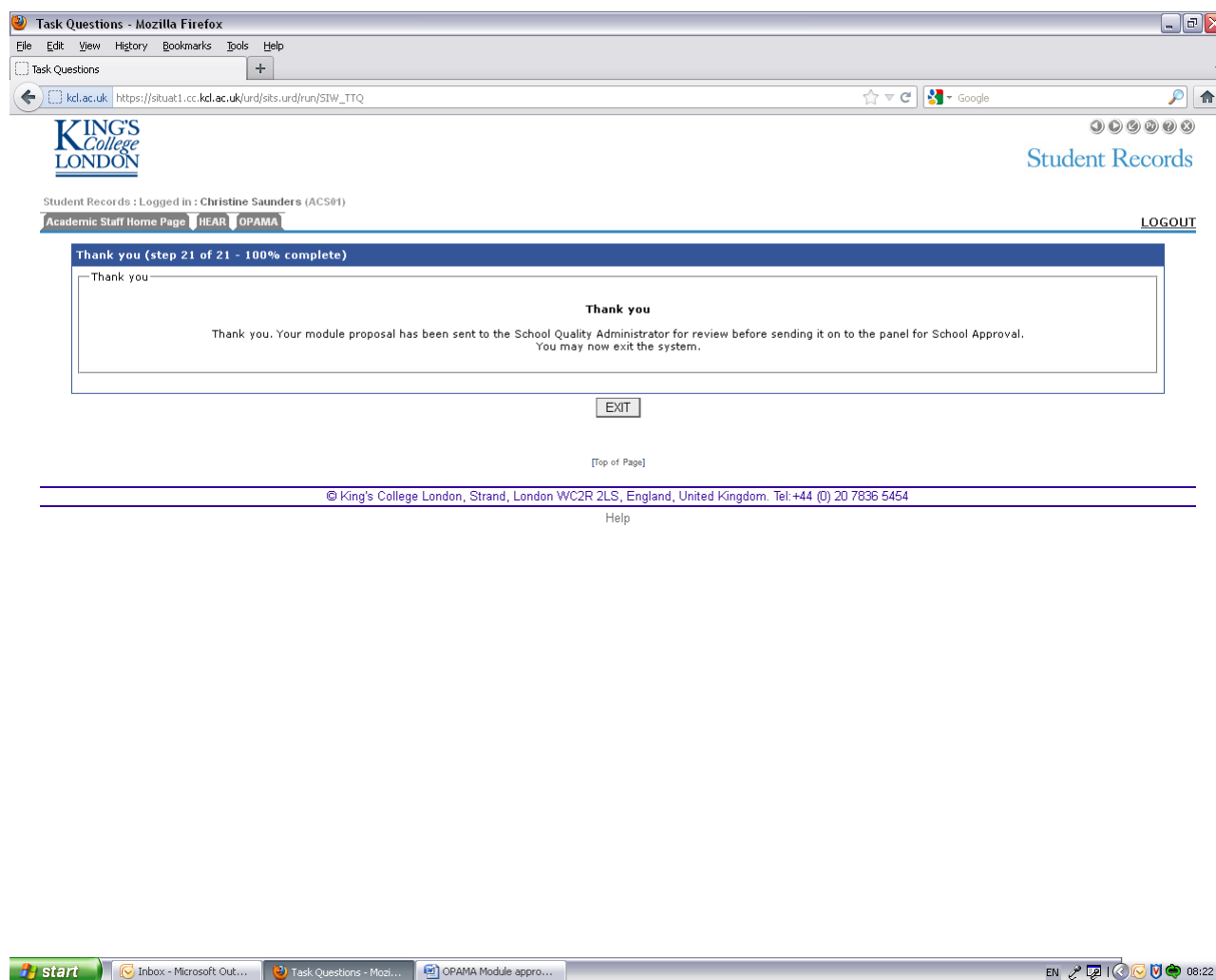


Fig. 25

Click on to return to the OPAMA landing page.

As the module proposal goes through the next stages of the process you will receive emails if any further information is needed, and at the end, notification by email as to whether or not your proposal has been approved.

6. Re-submitting a module proposal that has been returned for amendment/further information

You may receive an email from the OPAMA system notifying you that your module proposal is being 'returned' because further information is required. This can be triggered either by the School Quality Administrator at Stage 2 of the approval process, if on checking your proposal s/he has found fields not completed or if the information provided isn't adequate, or else by the Chair of the Approval Panel at Stage 5 if, following Panel scrutiny, further amendments are required in order for the proposal to gain approval. The email will include comments on your proposal or a short message and a link to the OPAMA login page. On logging in, you will see the module title in your task tray and you should click on 'Actions' to access it.

You will again be presented with the summary page, together with any comments from the SQA. Please note that you are no longer able to edit the proposal form yourself, but you can suggest amendments or answer questions in the text box provided at the foot of the summary page. The submission options are then available once again as described in **Step 20** (Fig. 24) above.

Tip: If you want to check that your response/new information will be sufficient to allow the proposal to be sent to the Panel, you could first email the proposal summary with your responses to yourself, forward it to the SQA for an informal opinion, and if OK then re-submit the form formally to the School.